



Pre-Application Questionnaire

Name: _____ (Please Print) Social Security # _____

1) How did you hear about TMD? Career Builder Re-Applying Walk-In
 Customer Referral Employee Referral Other; _____

2) Are you Telephone accessible? Yes No
Cell # _____ Other Phone # _____

3) What form of transportation will you be using for work? Own Vehicle Public
 Other; Please Explain: _____

4) Do you have your I-9 information? (2 forms of ID) Yes No

5) What position are you applying for? _____
Desired Pay Rate: _____

6) What areas are you willing to work? _____

7) If requested or required, do you have a valid Drivers License? Yes No

8) Are you willing to take a drug screen according to our policy? Yes No

9) Will you release your background information inclusive of criminal records? Yes No

10) Have you ever been convicted of a felony? Yes No

Signature of Applicant _____ Date _____

Internal office use only

Reason for not completing the hiring process: _____

- 1) No time to complete application process
- 2) I-9 information not available
- 3) Convicted of a Felony
- 4) Unable to pass drug test
- 5) No current work history
- 6) Not willing to release background information
- 7) No positions available for employee job skills
- 8) No work related experience
- 9) Previous employee not eligible for rehire
- 10) Other _____

Comments:

TMD Representative _____ Date _____

Experience / Checklist

Experience *(Please write the number of years experience you have next to each skill)*

Clerical

- | | | |
|---|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Payroll Clerk | <input type="checkbox"/> Microsoft Powerpoint |
| <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Receptionist | <input type="checkbox"/> Microsoft Project |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Switchboard Operator | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Types 25+ Wpm | <input type="checkbox"/> Quickbooks |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Types 40+ Wpm | |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Types 50+ Wpm | Sales/Retail |
| <input type="checkbox"/> Data Processing | <input type="checkbox"/> Types 60+ Wpm | <input type="checkbox"/> Cashier |
| <input type="checkbox"/> Dispatching | <input type="checkbox"/> Types 70+ Wpm | <input type="checkbox"/> Counter Sales |
| <input type="checkbox"/> Executive Secretary | | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> File Clerk | Software | <input type="checkbox"/> Demonstrator |
| <input type="checkbox"/> General Office | <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Telemarketing |
| | <input type="checkbox"/> Microsoft Outlook | |

Light Industrial

- | | | |
|---|--|--|
| <input type="checkbox"/> Assembly | <input type="checkbox"/> Fulfillment | <input type="checkbox"/> Quality Control |
| <input type="checkbox"/> Assembly-Cell Phone | <input type="checkbox"/> Furniture Mover/Installer | <input type="checkbox"/> Retail Stock Clerk |
| <input type="checkbox"/> Assembly-Computer | <input type="checkbox"/> General Clean Up | <input type="checkbox"/> Sewing Machine Operator |
| <input type="checkbox"/> Assembly-Electronic | <input type="checkbox"/> General Labor | <input type="checkbox"/> Shipping & Receiving |
| <input type="checkbox"/> Assembly-Mechanical | <input type="checkbox"/> General Shop Help | <input type="checkbox"/> Soldering |
| <input type="checkbox"/> Bindery | <input type="checkbox"/> Heavy Equipment Mechanic | <input type="checkbox"/> Stock Clerk |
| <input type="checkbox"/> Bindery Machine Operator | <input type="checkbox"/> Heavy Equipment Operator | <input type="checkbox"/> Truck Helper |
| <input type="checkbox"/> Car Wash Experience | <input type="checkbox"/> Injection Molding | <input type="checkbox"/> Warehouse Cleanup |
| <input type="checkbox"/> Carpenter | <input type="checkbox"/> Inspector | <input type="checkbox"/> Warehouse Worker |
| <input type="checkbox"/> Carpenter Helper | <input type="checkbox"/> Inventory | <input type="checkbox"/> Welder (Certified) |
| <input type="checkbox"/> Clean Room Tech | <input type="checkbox"/> Janitorial | <input type="checkbox"/> Welder-Aluminum (Certified) |
| <input type="checkbox"/> Computer Cleaning | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Welder-Arc (Certified) |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Lift 1-25 Lbs. | <input type="checkbox"/> Welder-Copper (Certified) |
| <input type="checkbox"/> Construction Cleanup | <input type="checkbox"/> Lift 1-50 Lbs. | <input type="checkbox"/> Welder-Mig (Certified) |
| <input type="checkbox"/> Construction Engineer | <input type="checkbox"/> Lift 1-75 Lbs. | <input type="checkbox"/> Welder-Spot (Certified) |
| <input type="checkbox"/> Delivery Helper | <input type="checkbox"/> Loading & Unloading | <input type="checkbox"/> Welder-Stick (Certified) |
| <input type="checkbox"/> Drill Press | <input type="checkbox"/> Lumber Yard | <input type="checkbox"/> Welder-Tig (Certified) |
| <input type="checkbox"/> Drywall - Sheetrock | <input type="checkbox"/> Machine Operator | |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Mail Clerk | Hospitality |
| <input type="checkbox"/> Electrician | <input type="checkbox"/> Offset Press Operator | <input type="checkbox"/> Banquet Waitstaff |
| <input type="checkbox"/> Forklift (Certified) | <input type="checkbox"/> Order Filler | <input type="checkbox"/> Cafeteria Experience |
| <input type="checkbox"/> Forklift-Butane (Certified) | <input type="checkbox"/> Order Puller | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Forklift-Cherry Picker (Certified) | <input type="checkbox"/> Packer | <input type="checkbox"/> Host/hostess |
| <input type="checkbox"/> Forklift-Clamp (Certified) | <input type="checkbox"/> Painter | <input type="checkbox"/> Housekeeping |
| <input type="checkbox"/> Forklift-Diesel (Certified) | <input type="checkbox"/> Painter Helper | <input type="checkbox"/> Porter |
| <input type="checkbox"/> Forklift-Electric (Certified) | <input type="checkbox"/> Pallet Jack | |
| <input type="checkbox"/> Forklift-Gas (Certified) | <input type="checkbox"/> Pallet Jack-Electrical | Driving |
| <input type="checkbox"/> Forklift-Reach (Certified) | <input type="checkbox"/> Pallets | <input type="checkbox"/> CDL Class B |
| <input type="checkbox"/> Forklift-Sit Down (Certified) | <input type="checkbox"/> Pipe Cutter | <input type="checkbox"/> Delivery Driver |
| <input type="checkbox"/> Forklift-Stand Up (Certified) | <input type="checkbox"/> Production | <input type="checkbox"/> Driver Shuttle/Van |
| | <input type="checkbox"/> Punch-Press | <input type="checkbox"/> Drivers License Class C |

Other skills not listed above:

General

(Please check which apply to you)

- | | | |
|---|--|--|
| <input type="checkbox"/> Has Own Car | <input type="checkbox"/> Non-Smoker | <input type="checkbox"/> GED |
| <input type="checkbox"/> Shares a Ride | <input type="checkbox"/> Bilingual-Spanish | <input type="checkbox"/> High School Diploma |
| <input type="checkbox"/> Uses Mass Transit (Bus, Etc) | <input type="checkbox"/> Spanish Speaking Only | <input type="checkbox"/> Associate's Degree |
| <input type="checkbox"/> Smoker | <input type="checkbox"/> Bilingual-Other _____ | <input type="checkbox"/> Bachelor's Degree |

Safety Equipment *(Please check which equipment you own)*

- | | | |
|---|---|---|
| <input type="checkbox"/> Backbelt | <input type="checkbox"/> Shoes-Rubber Boots | <input type="checkbox"/> Gloves-Leather |
| <input type="checkbox"/> Hardhat | <input type="checkbox"/> Shoes-Steel Toed | <input type="checkbox"/> Gloves-Rubber |
| <input type="checkbox"/> Safety Glasses | <input type="checkbox"/> Shoes-Work Shoes | |